

SOCIAL WELFARE DEPARTMENT

The 17th Apr 1, 1995

No. 229/SW (3) 95.—In pursuance of Punjab Govt. Finance Department letter No. 5426-FR-I-58/10569 dated the 3rd July, 1958, the Governor of Haryana is pleased to make the following rules, namely, Rules Governing grant-in-aid by Directorate of Women & Child Development, Haryana under the Social Welfare Department, Haryana to Voluntary Welfare Organisations and these shall come into effect from the date of issue of this notification. These rules are subsidiary to the rules contained in rule 8.14 of Punjab Financial Rules, Volume I (as amended from time to time).

1. (A) **Eligibility.**—The following types of voluntary welfare organisations in the Haryana State which render welfare services to women, children and the youth are eligible for grant-in-aid. Grant-in-aid will not be given to organisations which are not entirely or primarily devoted to Social Welfare activities :—

- (a) **Children's welfare:** Creches for children of working mothers Pre-Primary Centres, Recreational centres of Children, Children libraries & Hobby Clubs.
- (b) **Women's Welfare :** Institutions for craft centres, social education centres & Recreational centres & condensed courses for training for women.
- (c) **Youth Welfare :** Youth Clubs, Youth Hostels etc.

(B) **Conditions eligibility.**—The Institutions eligible for grants-in-aid should :—

- (i) be non-sectarian offering services to its beneficiaries irrespective of casts, colour or creed subject to the provision in the constitution of India with regard to scheduled castes, scheduled tribes, backward and other classes ;
- (ii) be registered under the Registration of Societies Act, XXI of 1860, or other appropriate Act ;
- (iii) have a regularly constituted Managing and Active Body or Trust ;
- (iv) be generally an institution of establish standing of not less than three years, such condition may be waived off by Government at their discretion particularly in respect of rural areas where the need for social welfare services is urgent.
- (v) have tangible assets, trained personnel and equipments ;
- (vi) have capacity to carry out the proposed scheme for development and/or have capacity for raising matching contribution, maintaining present level of activities and meeting expenditure thereon ; and
- (vii) have need for a particular service in their area ensuring the avoidance of duplication within a reasonable distance.

(C) **Conditions attaching to the grant.**—(a) Unless it is otherwise ordered by Government every grant made for specific objects is subject to the following implied conditions :—

- (i) The grant sanctioned will be utilised on the object within one year from the date of sanction.
- (ii) that any portion of the amount sanctioned which is not ultimately required for expenditure will be surrender to Government.

(b) the institution receiving the grant-in-aid will make its services available to all communities irrespective of caste, colour or creed.

(c) exercise utmost economy in all its expenditure, purchase of material, equipment and of salaries of its employees ;

(d) submit a statement of accounts by a Chartered/Registered Accountant covering the expenditure against the normal activities of the institution (for the last year), amended, *vide* No. 5075-SW-4-70, dated 18th November, 1970, (copy of Notification is attached with the sample), or get the accounts audited by a Government Auditor or a Senior Auditor of the Finance Department, Treasury and Accounts Branch on payment of the usual fee. In case of grant-in-aid not exceeding Rs. 1000 the accounts may be audited by a qualified Auditor instead of a Registered Accountant. In the case of small institutions which cannot afford to obtain the services of Registered Accountant or other

recognised body of Auditors, the sanctioning authority may exercise its discretion of exempting any such institution from the submission of accounts audited in this fashion ;

(e) maintain separate accounts for the grant received from Government in order to facilitate inspection of such accounts by the representative of the State Government ;

(f) furnish to the State Government a Certificate from a Registered Accountant/Qualified Auditor to the effect that the grant has been utilised for the purpose for which it was released and that the conditions attached to grant-in-aid have been fulfilled.

(g) submit a quarterly report to the Government in regard to progress of the work undertaken by the organisation ;

(h) in case of a capital nature sanctioned for special purposes the grantee shall produce accounts together with all relevant papers for inspection by the India Audit Department as and when required to do so.

III Application for grants.—Applications for grant of financial assistance under the rules should be submitted to the Directorate of Women & Child Development, Haryana, Chandigarh on the prescribed form as at appendix-I. The application will be submitted initially for the first two years through the Deputy Commissioner of the District concerned. Whereafter the application will be routed through the Programme Officer with recommendations. After recommendation are received the case will be processed for sanction of assistance.

The Director of Women & Child Development will examine such applications and submit the same with her recommendations to Government for orders. Nothing in these rules will limit the power of government to accept or reject an application for grant-in-aid.

IV. Authority competent to sanction grant.—The Administrative Department in consultation with the Finance Department shall be competent to sanction the grant, payment of grant-in-aid will be governed by Rule 8.14 of Punjab Financial Rules Volume I.

V. (A) While according sanctions to grant-in-aid the suggestions contained in Punjab Government Finance Department, letter No. 5426-FR-I-58-10569 dated 3rd July, 1958 shall be kept in view. The quantum of grant-in-aid will depend upon the special needs of the different districts with particular reference of their backwardness and the number of voluntary Welfare Institutions already functioning there.

(B) Before sanctioning the grant-in-aid Government will satisfy themselves that :—

(a) In the cases of grants of a capital nature sanctioned for the special purposes the sanctioning order contains a Clause to the effect that the accounts together with all relevant papers, shall be produced for inspection by the India Audit Department and when required.

(b) While according sanctions to the grant-in-aid the suggestion contained in the Finance Department letter No. 5426-FRI-58/10569 dated 3rd July, 1958 are kept in view ;

(c) the designation of the Government servant by whom the bill is to be countersigned for the sum exceeding Rs. 5,000 is specially mentioned in the sanction order as required,—vide rule 8.14 Punjab Financial Rules, Volume-I and

(d) Adequate arrangements have been made for the internal and local audit of the institutions to which grant-in-aid exceeding Rs. 10,000 are released.

(e) If the institutions ceases to function or discontinue its activities for which the grant is sanctioned, assets created with grant will be the property of the government.

VI. Communication of sanctions.—The sanction shall be Communicated to Audit Office through the Finance Department.

VII. Mode of payment.—The Accountant General shall issue payment authority in accordance with the provisions contained in Rule 4.4 of subsidiary Treasury Rules to the Treasury Office concerned under intimation to the grantee. The grantee shall obtain payment by presenting the bill or duly countersigned bill necessary at the treasury.

VIII. Execution of Bond.—The grantee(s) shall be required to furnish an indemnity bond in the prescribed form at appendix I binding themselves to fulfil all the conditions attaching to grant and to refund the amount of grants already paid in the event of non-fulfilment of the conditions and to abide by the decision of the authority releasing grant-in-aid.

IX. Periodical examination of accounts.—The sanctioning authority shall conduct periodical examination of account and progress reports submitted by the grantee to satisfy himself that the condition attaching to the grant are being fulfilled and the amount sanctioned is utilised for the purpose for which it was sanctioned.

X. Certificate of proper utilisation of the grant.—At the end of the financial year the Sanctioning Authority/Head of Department shall furnish the utilization certificate in the following form :—

Having due regard to the conditions laid down in the Rules governing grant-in-aid to Voluntary welfare Organisations and the conditions specified in the letter of sanction, it is clarified :—

- (i) That the conditions attaching to the grant-in-aid have been duly fulfilled by the grantee ;
- (ii) that the amount of the grant has been utilised upon the object for which it was sanctioned within the prescribed time within a reasonable time where no limit has been fixed;
- (iii) that the full amount (to be specified) representing the portion of the grant which is not ultimately required for expenditure and/or which has been spent within specified time/reasonable time has been surrendered to Government and deposited into Government Treasury,—vide Challan No.dated.....

XI. Authority competent to declare the grant recoverable.—The Commissioner & Secretary to Government, Haryana, Social Welfare Department shall be competent to declare the grant recoverable.

XII. Mode of recovery.—The grantee shall be required to deposit the amount into Government Treasury under the receipt Head : “0235—Social Security & Welfare—D—Social Welfare—Other receipts”.

XIII. Bar for future grants.—An organisation found guilty of non fulfilment of the above conditions shall be debarred from being considered for payment of Government grant-in-aid for such period as may be decided by Government for not less than a year in any case and may also be required to refund the amount of grant already paid along with interest @ 10%.

VEENA EAGLETON,

Dated Chandigarh the 20th December, 1994.

Commissioner & Secretary to Government, Haryana,
Social Welfare Department.

AGREEMENT

This agreement is made this.....day of.....between the Government of Haryana (hereinafter called the Government) of the one part and..... Association/Institution, registered under the Societies Registration Act XXI of 1860 and having its headquarters at.....acting through Shri. (President/Secretary of the Association) of (hereinafter called the Association/Institution) of the Part.

Whereas the Association/Institution has requested the Government to grant to it a sum of Rs..... (Rupees) for the purpose of.....

And whereas the Government has agreed to grant the Association the aforesaid sum of Rs..... (Rupees) on the term and conditions hereinafter appearing :

Now this agreement witnesses and the parties hereto hereby agree as follows :—

- (i) In pursuance of the aforesaid agreement the Government has advanced to the Association the sum of Rs.....(Rupees; (the receipt whereof the association/Institution does hereby acknowledge) for the purpose of.....
- (ii) The Association shall utilise the aforesaid grant within a period of of the execution hereof.

- (iii) The unspent balance of the aforesaid grant on the expiry of stipulated period shall be deposited into the Government Treasury at _____ under the account head—0235—Social Security and Welfare—D—Social Welfare—Other receipts
- (iv) The aforesaid amount shall be utilised only for the purpose of _____ and for no other purpose.
- (v) The facilities offered for the service rendered by the Association/Institution shall open to all the members of the public irrespective of their caste creed or religion.
- (vi) The grant will be supplemented by matching contribution by the Association/Institution to the extent of Rs. _____ (Rupees _____).
- (vii) Utmost economy will be exercised by the Association/Institution while incurring expenditure against the grant.
- (viii) The audited statement of accounts duly signed by a Chartered Accountant/Registered Accountant will be furnished by the Association/Institution and the Statement will include all income received through various sources.
- (ix) Utilisation certificate duly signed by a Chartered/Registered Accountant and the Association/Institution will be furnished to the Government within Six months of the stipulated period of the utilisation of the grant.
- (x) Quarterly progress reports in respect of the activities undertaken by the Association/Institution will be furnished to the Government in the Social Welfare Department.
- (xi) If the Association/Institution shall make default in observing or performing any of the terms and conditions of this agreement to be observed and performed by it, the entire amount paid by the Government to the Association/Institution under this agreement shall immediately become recoverable by the Government from the Association/Institution.
- (xii) All disputes and differences whatever arising out of or in any way touch in or concerning this agreement shall be referred to the Sole Arbitration of _____ who for the time being is entrusted, whether or not in addition to other functions with the functioning of the _____ by whatever designation such officer may be called. It will be no objection to such appointment that the arbitrator so appointed is a Government Servant that he had to deal with the matters to which this agreement relate and/or that in the course of his duties as the Government servant he has expressed views on all or any of the matters in dispute or difference. The award of view on all or any of the matters indispute or difference. The award of such arbitrator shall be final and binding on the parties to this agreement.

In witness where of the parties horeto have set their hands hereunder on the dates respectively given under their signatures in the _____ year of the republic of India.

for and on behalf of Governor of Haryana

Witness

Dated

Full Address

Dated

President/Secretary/Manager

for and on behalf of Association/Institution

Witness

Full address

Dated

Dated :